



USFR MEMORANDUM NO. 189

TO: School District Administrators; County School Superintendents

FROM: Magdalene D. Haggerty, Office of the Auditor General
Scott W. Thompson, Arizona Department of Education (ADE)

DATE: July 23, 2002

SUBJECT: Fiscal Year 2002-03 Revenue Budget Form (Supersedes USFR Memorandum No. 182)

Arizona Revised Statutes (A.R.S.) §15-991(E) requires school district governing boards, on or before September 15, to prepare a final estimate of revenue from all sources, and to maintain a copy for public inspection. Preparing the enclosed Revenue Budget form meets this requirement. All districts must electronically submit a copy of the Revenue Budget to the Superintendent of Public Instruction. Districts not participating in the accounting responsibility program must also submit a copy to the county school superintendent.

Amounts on the form should be rounded to the nearest dollar.

On page 1 of the form, separate lines are provided for recording cash in the bank and cash on deposit with the county treasurer. The imprest amount of the district's Maintenance and Operation Fund revolving account should be recorded on line 1, Cash in Bank.

Line 3 on page 1 should be used to disclose any portion of the beginning cash balance in the Debt Service Fund not being used to pay principal and interest on outstanding bonds in the budget year and, therefore, not being used to reduce taxes. Even though A.R.S. §15-906(B) does not require the Debt Service Fund cash balance to be used to reduce taxes in the budget year, the District should consider using the cash balance for that purpose.

Line 5 on page 1 was added to include property tax collections from prior years. Also, lines 29 through 39 from the prior year's Revenue Budget were deleted since the counties calculate the tax rates before the required submission date of the budget.

The enclosed Revenue Budget form was developed by the Auditor General's Office in Excel 2000 for use on IBM-compatible computers. Districts may download a copy of the form to a local drive (C:\SDFORMS) from the Auditor General's Web site at www.auditorgen.state.az.us/forms.htm or from ADE's Web site at www.ade.az.gov/schoolfinance/forms/budgets.

Districts must submit the Fiscal Year 2002-03 Revenue Budget electronically to ADE using either the Auditor General's Excel file with the 7/02 revision date or software that produces an electronic file in the format required by ADE. The completed forms must be uploaded via the Common Logon on ADE's Web site at <https://www.ade.az.gov/commonlogon>. For password information or help, please contact the ADE Support Center by phone at (602) 542-7378 [outside the Phoenix area call (866) 577-9636] or email at enterprise@ade.az.gov.

School District Administrators; County School Superintendents

July 23, 2002

Page 2

The date the Revenue Budget is electronically submitted to ADE should be recorded on the cover page and printed out for either the Clerk or President of the Governing Board to sign where indicated. The Superintendent and Business Manager should also sign the cover page. A copy of the cover page must be mailed to ADE, School Finance, Bin 13, 1535 West Jefferson, Phoenix, AZ 85007.

If you have any questions or need assistance, please call the Office of the Auditor General, Accounting Services Division at (602) 553-0333, or the Arizona Department of Education, School Finance Operations Unit at (602) 542-5695.

MDH/SWT/gr